**SURVEY OF COUNTY PRACTICES FOR PESTICIDE USE PERMITS**
**AND PUR DATA ENTRY**

*The Department of Pesticide Regulation (DPR) and other interested parties will be conducting data analyses on current and historic data in the Pesticide Use Report (PUR). To accurately depict the trends in the data, a clear understanding of the data fields, especially those data fields associated with calculating the percent acreage treated, is needed. This survey will assess the definitions for certain data fields and data-entry practices followed by county staff from 1990 through 1999. These guidelines may have changed from year to year, and we seek your assistance in noting the nature and timing of such changes. Start by making several copies of this survey form, and fill out separate pages for each year that practices differed. We are aware the county agricultural commissioners have approved site (field) definition and identification guidelines to be implemented in the 2000 permit season.*

*There are no right or wrong answers; we are simply identifying historic definitions and practices to allow PUR analyses to be as accurate as possible. The historic PUR data is available to the public. DPR and the County Agricultural Commissioners must provide the best background information possible.*

*This survey begins with a set of general questions and is followed by sets of questions related to specific data fields in the Pesticide Permit Programs and the Pesticide Use Report. If there is not enough room to respond, please use additional paper.*

**General Questions**

1. Do you use a pesticide permit program designed by the Department of Pesticide Regulation (DPR) to issue Restricted Material Permits, Operator IDs, and Site Location IDs?                                     Yes ?          No ?

2. Do you use a computer program to issue permits?          Yes ?          No ?

3. Do you use a computer program to enter data into the Pesticide Use Report (PUR)?
                                                            Yes ?          No ?

4. What year did you start submitting data electronically to DPR? _____

5. Has your county developed any specific printed guidelines for issuing Pesticide Use Permits, or for entering data into the PUR between 1990 and 1999?  Yes ?　　　No ?
(If yes, please forward copies.)

**Operator (Grower) ID Number or Permit Number** (These questions pertain to data entered into the Pesticide Permit Program and the Pesticide Use Report between 1990 and 1999.  Please indicate if these procedures and definitions have changed between 1990 and 1999 and, if so, when and how.  It may be appropriate to copy this series of questions and fill them out referring to particular time periods.)

### Definition and use of the Operator ID

1. Does the Operator ID refer to anyone other than the Operator of the property where the pesticide application occurs?　　　　　　　　　　　　Yes ?　　　No ?

If yes, to whom does it refer to?
_____
_____
_____

2. If an operator applies pesticides to a neighboring farm, which Operator ID is used for that application? _____

3. Are there ever cases where multiple Operator IDs are used for the same sites?
　　　　　　　　　　　　　　　　　　　　　Yes ?　　　No ?
If yes, please explain  _____
_____
_____

4. Is the operator asked to provide a permit or serial number (last 5 characters of the Operator ID Number)?　　　　　　　　　　Yes ?　　　No ?

　　Does county staff assign these numbers?　　　　　Yes ?　　　No ?

5. What are the values (alpha and/or numeric) assigned to each character of the permit or serial number (last 5 characters of the Operator ID Number)?  (E.g. Is the first place always a letter or a number?  What is the range?)  Please explain.

1st character: _____
2nd character: _____
3rd character: _____
4th character: _____
5th character: _____

6. What are the rules or procedures used for assigning values to each character of the permit or serial number (last 5 characters)?

1st character:_____

2nd character:_____

3rd character:_____

4th character:_____

5th character:_____

7. Are characters in the Operator ID ever left blank?         Yes ?         No ?

If yes, why?_____

_____

_____

## Changes in the Operator ID

8. Does the permit or serial number (last 5 characters of the Operator ID) remain the same for each operator from year to year?                  Yes ?         No ?

9. Why would an Operator ID be changed?  _____

_____

_____

_____

_____

_____

    How often could this happen?  _____

10. If the operator moves to a different county, is the home county in the Operator ID changed?                                         Yes ?         No ?

If so, what happens if that operator's serial number is the same as another operator in that new county?  _____

_____

_____

11. When the home county and the reporting county differ how are the last 7 characters of the Operator ID assigned?

_____

_____

_____

## Uniqueness of the Operator ID

12. What procedure do you have to insure that an Operator ID uniquely identifies a permittee?

_____
_____
_____

13. What would you do if you ran out of unique values for the Operator IDs?

_____
_____
_____

14. Are Operator IDs ever reused?                           Yes ?          No ?

If yes, please explain:

_____
_____
_____

15. If an operator moves out of your county or dies, will his/her Operator ID ever be assigned to a new operator?                           Yes ?          No ?

**Site Location (Field) ID** (These questions pertain to data entered into the Pesticide Permit Program between 1990 and 1999. Please indicate if these procedures and definitions have changed between 1990 and 1999 and, if so, when and how. It may be appropriate to copy this series of questions and fill them out referring to particular time periods.)

### Definition and use of the Site Location (Field) ID

1. Would you characterize the Site Location IDs (fields) in your county as being (check one):
one combination of characters linked to a plot of ground (geographic location);     **?**
one combination of characters linked to each crop or crop rotation;                 **?**
or, do both apply;                                                                  **?**
or, do neither apply?                                                               **?**

2.  Please give your definition of the Site Location ID or a "permitted field site".

_____
_____
_____

3. When are Site Location IDs assigned?

_____
_____
_____

4.  Is the operator asked to provide the Site Location ID characters?      Yes ?     No ?

5. What are the values assigned to each character of the Site Location ID?  (E.g. Is the first place always a letter or a number?  What is the range?)  Please explain.

$1^{st}$ character:_____
$2^{nd}$ character:_____
$3^{rd}$ character:_____
$4^{th}$ character:_____
$5^{th}$ character:_____
$6^{th}$ character:_____
$7^{th}$ character:_____
$8^{th}$ character:_____

6. What rules or procedures do you use for assigning values for each character in the Site Location ID?

$1^{st}$ character:_____
$2^{nd}$ character:_____
$3^{rd}$ character:_____
$4^{th}$ character:_____
$5^{th}$ character:_____
$6^{th}$ character:_____
$7^{th}$ character:_____
$8^{th}$ character:_____

7.  Are characters in the Site Location ID ever left blank?            Yes ?          No ?
    If yes, why? _____

8.  Are Site Location IDs only unique when combined with Grower IDs and/or commodities?                                                                Yes ?          No ?

## Nuances and changes in the Site Location (Field) ID

9.  Once a Site Location ID is assigned to a physical field does it stay the same year after year?                                                    Yes ?            No ?
If no, please explain.
_____
_____
_____

10.  What happens to Site Location IDs when the operator of the land changes midseason?

_____
_____
_____


11.  If a crop is planted in the fall of 1997 and harvested in the spring of 1998 and the same Site Location ID is used for the field each of these years, do the planted acres in 1998 refer to the over wintered planting still in the ground in the spring or to the subsequent fall planting later in 1998?
Current Planting **?**     Fall Planting **?**     Not Applicable **?**

12.  What are the rules for establishing Site Location IDs for fallow or uncultivated land?
_____
_____
_____


13. If an operator were treating soil prior to planting, the commodity code would be assigned as (check one):
     the crop to be planted,                                        ?
     a soil application (40008),                                   ?
     an uncultivated agricultural area (66000),          ?
     or other.                                                           ?

14.  What are the rules for establishing Site Location IDs for inter-planted crops?
_____
_____


15.  If Site Location IDs are linked to crops how are inter-planted crops designated?
_____
_____

16. Planting sequence represents (choose one):
      each crop in a crop rotation, **?**
      multiple plantings of the same crop, **?**
      other, **?**
      or not used. **?**
Please explain**:**

_____
_____
_____

17.  How does your county indicate crop rotations within a year?

_____
_____
_____

18.  What happens if there is a change in the fields later in the season, for example, the field is split in two and different crops are grown on them?

_____
_____
_____

**Acres Planted** (These questions pertain to data entered into the Pesticide Permit Program between 1990 and 1999.  Please indicate if these procedures and definitions have changed between 1990 and 1999 and, if so, when and how.  It may be appropriate to copy this series of questions and fill them out referring to particular time periods.)

1. Are the estimated Acres Planted entered into the Permit/Operator ID Programs and automatically transferred to the PUR?                     Yes ?        No  ?

2. Do operators generally update the estimated acres planted for a crop on their permits during the year?                               Yes ?        No ?
If yes, under what circumstances?  _____

_____
_____

3.  If an operator updates the acres planted during the year, are these numbers (acres planted) corrected retroactively for that crop cycle (planting through harvest) in the PUR,
                                       Yes ?  or,
only from the date of the update forward – as automatically provided by the software?
                                       Yes ?

4.  At any time during the calendar year do planted acres differ from actual acres in the field?                                                                                                              Yes ?            No ?

If yes, under what circumstances?  _____
_____
_____


5.  How does your county estimate planted/harvested acres of a particular crop for the County Crop and Livestock Report?  Please describe this process, and list other sources of information.  _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
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_____
_____


**Acres Treated** (These questions pertain to data entered into the Pesticide Use Report between 1990 and 1999.  Please indicate if these procedures and definitions have changed between 1990 and 1999 and, if so, when and how. It may be appropriate to copy this series of questions and fill them out referring to particular time periods.)

1.  How do you record pesticide applications to partial fields (e.g. applications to particular swaths or field borders) versus applications to entire fields?
_____
_____
_____


2.  Under what circumstances can you have more than one record for the same number of acres treated on the same site, the same day, with the same product used and the same commodity?  _____
_____
_____
_____
_____

**Additional fields** (These questions pertain to data entered into the Pesticide Use Report between 1990 and 1999.  Please indicate if these procedures and definitions have changed between 1990 and 1999 and, if so, when and how. It may be appropriate to copy this series of questions and fill them out referring to particular time periods.)


1. Are the Site Codes (Commodity Codes) selected by county staff based on the crop entered in the permit?                                         Yes  ?            No  ?
If no, please explain:
_____
_____
_____


2.  Do you always choose the most specific crop?                    Yes  ?            No  ?

3.  Do you ever report general site codes, such as nuts, melons, citrus, unspecified?
                                                                    Yes  ?            No  ?
Why?
_____
_____
_____


4.  Do you use the Qualify Code field?                              Yes  ?            No  ?
If yes what codes do you use?
_____
_____
_____


How do you define this code?
_____
_____
_____

5.  Do you ever make up unique Qualifier Codes?          Yes  ?          No  ?
If yes, under what circumstances?  (Please provide a list.)
_____
_____
_____
_____
_____

6.  Do you [always  ? ,   never  ? ,   sometimes  ?  ] enter the number of applications in the monthly summary report?

Please forward a copy of any codes/procedures with this survey.

Thank you.